

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7576931

POSITION NO: 945424

CLASS CODE: 3640

Date Posted: 8/27/2012

Closing Date: 9/10/2012

POSITION TITLE: Head Start Teacher**

DEPARTMENT NAME: Navajo Head Start - Fort Defiance Agency

DEPARTMENT NO: 757 WORKSITE LOCATION: Indian Wells, AZ

WORK DAYS/HOURS: Monday-Friday POSITION TYPE: Permanent: X GRADE: V61A

Days: Monday-Friday SALARY: \$ 14.83 Per Hour

Hours: 40 Hours/Week Temporary: Duration: No. of Hrs./Work: 40 \$ 14.83 Per Annum

DUTIES AND RESPONSIBILITIES: Supervises the daily activities of the Head Start center to ensure compliance with the applicable laws, rules, regulation, policies and procedures; maintains a classroom environmental conducive to age appropriate learning; determines goals and objectives based on Navajo Nation Head Start Philosophy; visits the home of community members to explain the program's purpose and to recruit children; maintains an accurate inventory of classroom equipment and supplies; works with parents to identify strengths and needs of children; maintains up-to-date records concerning the growth, health, behavior and developmental progress of each child, implements plans for each child by identifying developmental and culturally appropriate activities and materials for each day; coordinates program plans with Head Start center staff and parents; initiates parent involvement in the community by planning and conducting field trip activities, and recruiting volunteers; make or obtain materials equipment appropriate to the developmental needs of the children; conduct parent and teacher conferences; evaluates performance and feedback to employees; coordinate with various resource programs based on the needs of children; prepares monthly and required reports; attends various meetings, conducts fire evacuation drills and performs other duties assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates Degree in Early Childhood Education; or an Associates Degree in a related field and coursework equivalent to a major relating to Early Childhood Education; and One (1) year experience in teaching preschool children. (to receive full credit for education and work experience, applicant must submit copies of transcripts, defees, diplomas, certificates, permits, ect.)

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid State Drivrs License, Within 90 days of employment must obtain a Physical Examination, a First Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handlers Permit, and a Navajo Nation Vehicle Operators Permit, Some positions may require a Commercial Drivers License.

Special Knowledge, Skills and Abilities:

Knowledge of the developmental growth of children and educational activities; classroom management; food service operations; knowledge of the Navajo Culture and Traditions. Ability to plan, organize, and coordinate the work of Head Start center staff and volunteers; ability to work extensive and flexible work hours; understand and communicate in the Navajo and English languages.

VETERAN'S PREFERENCE APPLIES

UNION POSITION**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.